



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

February 13, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-39

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Supplemental Vendor Solicitation Policy

This is a reminder that all state agencies must have a Supplemental Vendor Solicitation Policy to provide to vendor coordinators prior to permitting access to employees per Section 127 of the Payroll Deduction Rule. Refer to OSUP Memorandum [#2003-50](#) and the attached sample policy for complete details.

Vendors have been instructed that they can not solicit state employees if a solicitation policy is not provided prior to scheduling any/all visits.

All ISIS HR Paid Agencies must submit a copy of their new or revised Supplemental Vendor Solicitation Policy to OSUP prior to plan year 2004-2005 Annual Enrollment (April 1, 2004).

If you have any questions, please contact Angela Woods at (225) 342-5345.

JWC:ASW